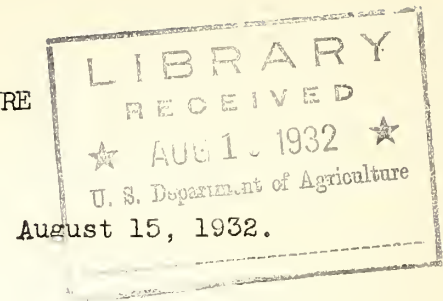


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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
Washington, D. C.



Memorandum to Field Leaders

Subject: Extensions of temporary appointments.

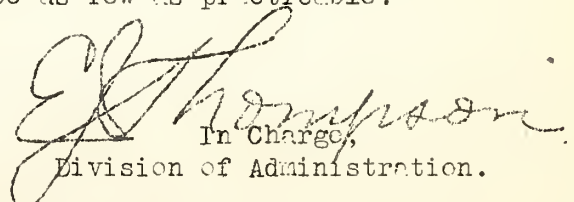
Forwarded herewith is Departmental Circular No. 92, dated July 9, 1932, of the U. S. Civil Service Commission, concerning procedure of field officers with regard to temporary appointments and extensions thereof made through the Commission's district offices.

Since this circular was issued the Bureau has received a memorandum dated August 6, 1932, from the Office of Personnel and Business Administration of the Department, further emphasizing the requirement that when extension of a temporary appointment is desired recommendation by the Bureau must be made to the Department sufficiently in advance of the expiration of the appointment as to permit of obtaining prior approval of the Secretary. Where there is a lapse of time between the expiration date and the date extension is approved by the Secretary the date effective of the extension will not be made retroactive. We quote from the Department's memorandum:

"As an extension of appointment requires not only administrative approval, but frequently prior approval of the Civil Service Commission, it is essential that all recommendations for extensions of appointments be submitted to this office at least fifteen days before the date of the termination of the authorized appointment in order to allow ample time to clear the papers through regular channels."

In order to comply with the above instructions recommendations from the field for extensions should be in the hands of the Bureau three weeks before termination of the appointment. Of course, in some cases, such as extensions for which civil service approval is not required and those for which civil service approval has already been obtained by the field leader from the district manager, three weeks will ordinarily be more than enough time to obtain approval of the Department. However, in order that every safeguard may be taken against possible unforeseen delays, it is advisable that recommendations for all extensions be in this office three weeks prior to the date effective.

It is urged that field leaders make recommendations for temporary employment for periods that will cover the time assistance is needed, so far as it is possible to foresee this, in order that requests for periods in addition to those already requested may be as few as practicable.


In Charge,
Division of Administration.

THE HISTORY OF THE CITY OF BOSTON

1780

By Wm. Brewster

Second Edition

Published by Wm. Brewster

THE HISTORY OF THE CITY OF BOSTON, FROM THE FIRST SETTLEMENT TO THE PRESENT TIME. BY WM. BREWSTER. SECOND EDITION. PUBLISHED BY WM. BREWSTER.

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United States Department of Agriculture
Bureau of Biological Survey
Washington, D. C.LIBRARY
August 18, 1932, EDMEMORANDUM TO FIELD LEADERS REGARDING
PAPER STOCK FOR FISCAL YEAR 1933

For the fiscal year 1933 Congress has specified a certain maximum amount that may be expended for blank paper furnished by the Government Printing Office for use of the several executive departments and independent establishments. As a result this department's allotment for the purchase of blank paper has been reduced about 60% below expenditures for this purpose during fiscal year 1932 and the bureau's apportionment cut accordingly. Consequently the strictest economy in the use of blank paper is necessary.

This limitation applies to all blank paper obtained from Government Printing Office, such as second sheets, thin sheets, colored paper, mimeograph paper, wrapping and blotting paper, and any other paper requiring only a cutting and wrapping process before delivery. It does not include paper requiring printing and binding processes, such as notebooks and other paper requiring printing, ruling, or binding, as this is chargeable to the printing and binding fund. The printing and binding fund has also been reduced about 40% for 1933, so that economies will likewise be necessary in keeping down to the minimum requests for blanks, forms, and other job printing.

All the bureau's supply of paper for use in the Washington Office must, in accordance with law, be procured from the Government Printing Office. This requirement does not apply to blank paper used by field offices, nor is it being construed as applying to purchases in the field of stenographers' and other notebooks, ruled and padded paper, plain tablets, loose-leaf binders, etc., for use in the field. In view of the drastic cutting down of the quantity of paper stock that may be obtained by the bureau from the Government Printing Office, it becomes necessary to restrict the demands upon this source, and for the fiscal year 1933, therefore, no orders for the supplies referred to herein will be filled from Washington. Field offices will therefore be required to purchase these supplies in the field.

Those conveniently situated can obtain these supplies on requisition from the Forest Service Supply Depot at Ogden, Utah, and at a saving over the cost of purchases made locally, and field offices using sufficient quantities to justify procurement through this source should avail themselves of the privilege, which has been extended to the bureau by the Forest Service. Requisitions for supplies that are to be shipped from Ogden by express or freight should be accompanied by bureau bills of lading showing thereon project number and letter of authorization to which transportation is chargeable.

Lists of supplies carried in stock can be obtained upon application to the Supply Officer, Forest Service, Ogden, Utah. Where only small quantities of the above supplies are required, these may be purchased locally.

Field leaders should exercise economy in every way possible in the use of paper. One way of doing this is to use as scratch paper any obsolete or surplus forms or other paper that has an unused side. This is being done in Washington.

W. C. Henderson

Acting Chief,

United States Department of Agriculture
Bureau of Biological Survey
Washington, D. C.

August 18, 1932. of Agriculture

MEMORANDUM TO FIELD LEADERS REGARDING
THE REQUISITIONING OF SUPPLIES AND THE SHIPMENT
OF MATERIAL TO THE BUREAU IN WASHINGTON

Coincident with the transfer of the bureau's Property Section from its old location to the new South Building, which took place on July 27, the bureau's stock of supplies maintained for the filling of requisitions from the Washington offices and from field stations was transferred to the Central Supply Section of the department, also located in the South Building. Hereafter, therefore, all stationery and other supplies of a general nature, including bureau and other forms, will be distributed from the Central Supply Section. Shipments of these supplies will be made by the Central Supply Section direct to field points upon approved requisitions submitted through this office.

Hereafter field leaders in ordering stationery supplies, department, bureau, Accounting Office, and Compensation Commission forms will submit their requests in quadruplicate on Department Form No. 14 (supply forwarded field leaders herewith) mailing the requests to the Washington office as heretofore. (See also memorandum Bi-1224.) A list of stationery supplies stocked by the Central Supply Office will be forwarded later to field leaders to assist them in preparing requests for supplies. Form No. 14 should be filled out so as to show the following particulars: Date; under "deliver to" the complete shipping address of ordering officer; signature of approving officer; project number and in same space L.A. number; stock number taken from list of supplies when lists have been furnished--to be left blank until then; quantity and complete description of articles. Form No. 14 should be typed double spaced. Upon receipt in the Washington office of four copies of form No. 14 and after approval by Head of division the forms will be routed to the property clerk who will approve them for the bureau and then route them to the Central Supply Section for filling the orders and shipment. When the supplies are received at a field station the copy of Form No. 14, accompanying the shipment, should be receipted and returned promptly to the bureau's property clerk. Hereafter the cost of supplies will be charged in the Bookkeeping Section to field leaders' letters of authorization upon filling of orders. Field leaders in order to keep their letter-of-authorization accounts in conformity with the Bookkeeping Section accounts should make note of charges on each shipment as they appear on the copy of Form No. 14 that accompanies the shipment, before this form is returned to the Washington office.

Supplies to be printed at the Government Printing Office (this does not include envelopes printed specially for field stations) should be submitted on separate Department Form No. 14 in quadruplicate prepared as directed above. All four copies should be sent to the Washington office. Upon receipt there, arrangements will be made for the printing. When the order is completed, it will be delivered to the Central Supply Section and from there shipped to the field. In preparing Department Form No. 14, field offices should make sure that the complete field address is given thereon.

All other orders for supplies requisitioned through the Washington office--such as strychnine and other chemicals, furniture, traps, tents, field chests, tires, badges, envelopes to be printed, and other special articles not carried in stock--should be prepared as heretofore on Bureau Form Bi-200, a, b, and c. Orders for envelopes to be printed for field stations should be submitted on separate requisition form (Bi-200, a, b, and c). Special orders have to be placed for most of these articles and arrangements made for their shipment by manufacturers or dealers direct to the field stations. Receipts for this class of property will be furnished as heretofore on pink sheet form Bi-200-b, which will be sent to requisitioning office upon placing of orders for shipment of supplies. These should be receipted and returned direct to the Property Clerk of the bureau promptly upon delivery of goods.

Shipments to the Bureau in Washington, D. C.

As the bureau has done away with its shipping room, all large shipments by freight or express from field stations to the Washington office should be addressed: Bureau of Biological Survey, Central Supply Section, Department of Agriculture, and there should be indicated on the outside of box or package the office or division for whom the shipment is intended and, if known, the project number to which transportation is chargeable. Both the original and memorandum copies of bills of lading should be mailed promptly to the Property Section of this bureau, and upon receipt in his office the original bill of lading will be turned over to the Central Supply Section. Parcel-post shipments can be addressed direct to the bureau as heretofore.

W. C. Henderson

Acting Chief.

United States Department of Agriculture
Bureau of Biological Survey
Washington, D. C.

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NATIONAL WILD LIFE RESERVATIONS

Supplement to Miscellaneous Publication No. 51

Since the issuance of the revised edition of Miscellaneous Publication No. 51, in March, 1930, the areas listed below have been added to the wild-life refuge system of the Bureau of Biological Survey. These areas, with few exceptions, have been selected primarily as feeding, resting, and breeding grounds for migratory waterfowl under the refuge program authorized by the migratory bird conservation act of February 18, 1929, although all forms of wild life find sanctuary on them. The Bureau now administers 100 refuges.

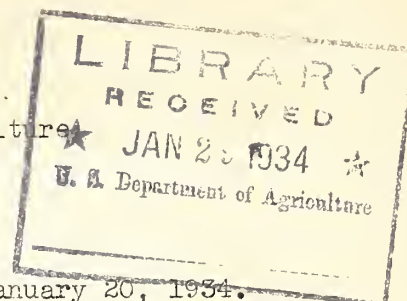
State and designation	: Year :	: Acres :	Chief species protected
	: estab- :	: lished: :	
Alaska:	:	:	
Semidi Islands.....	1932	22,125	Puffins, auklets, petrels.
California:	:	:	
Salton Sea.....	1930	15,732	Ducks, geese, shorebirds, coots, pelicans.
Florida:	:	:	
Chinsegut Hill.....	1932	2,083	Ducks, geese, shorebirds, upland game birds.
St. Marks.....	1931	35,611	Ducks, geese, sandpipers and other shorebirds, gulls.
Georgia:	:	:	
Wolf Island.....	1930	1,050	Do.
Maryland:	:	:	
Blackwater.....	1932	7,652	Ducks, sandpipers and other shorebirds, muskrats.
Nebraska:	:	:	
Crescent Lake.....	1931	38,781	Ducks, geese, sandpipers and other shorebirds, coots, terns.
Nevada:	:	:	
Charles Sheldon....	1931	30,700	Antelope, sage grouse.
Fallon.....	1931	23,708	Ducks, gulls, terns, pelicans, cormorants.
North Carolina:	:	:	
Swanquarter Bay....	1932	8,830	Ducks, geese, brant, swans, sandpipers and other shorebirds.
North Dakota:	:	:	
Long Lake.....	1931	4,712	Ducks, willets, sandpipers and other shorebirds, coots, gulls, terns.
Oklahoma:	:	:	
Salt Plains.....	1930	18,684	Ducks, sandpipers, plovers.
South Carolina:	:	:	
Cape Romain.....	1931	55,155	Ducks, curlews, sanderling, dowitchers, oyster catchers, sandpipers and other shorebirds, egrets, herons, pelicans, ibis.
Utah:	:	:	
Locomotive Springs:	1931	1,034	Ducks, curlews, avocets, sandpipers and other shorebirds, coots.
Wyoming:	:	:	
Bamforth Lake.....	1932	1,166	Ducks, geese, sandpipers and other shorebirds.
Hutton Lake.....	1932	1,499	Do.

THE JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

Volume 41, Part 1, 1911

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United States Department of Agriculture
Bureau of Biological Survey
Washington, D.C.



January 20, 1934.

BIRD REFUGES AND GAME PRESERVES ADMINISTERED BY THE
BUREAU OF BIOLOGICAL SURVEY

The wild-life refuges administered by the Biological Survey number 102, and, except for the big-game preserves, they are maintained primarily for the protection of migratory game and nongame birds, although other species found there are afforded protection. Included among the refuges are those established under the Migratory Bird Conservation Act of February 18, 1929 (45 Stat. 1222; U.S.Code, Supp., Title 16), which provides for the acquisition of lands suitable as feeding, resting, and breeding grounds for migratory game birds. Included also are the National Bison Range, Montana; the Elk Refuge (winter feeding ground), Wyoming; the Sullys Hill Game Preserve, North Dakota; the Wind Cave Game Preserve, South Dakota; the Niobrara Game Preserve, Nebraska; and the Charles Sheldon Wild Life Refuge, Nevada. These preserves are maintained principally for the perpetuation of buffalo, elk, mountain sheep, and antelope, but birds also are protected on them.

Regulations for the protection of the wild life and Federal property on these refuges and preserves are administered by the Biological Survey. Copies can be had from the Bureau at Washington, or from the local reservation protectors.

State and designation	: Year : : estab- : : lished :	Acres	: : :	Chief species protected
ALABAMA:	:	:	:	:
Petit Bois Island.....	1903	956	:	Laughing gulls, least terns, Black skimmers, Louisiana herons, brown pelicans.
ALASKA:	:	:	:	:
Alaska Railway Muskrat and Beaver Refuge.	1927	4,160	:	Muskrats, beavers.
Alutian Islands.....	1913	--	:	Puffins, auklets, murrees, gulls, ducks, geese, ptarmigan, sea otters, red and blue foxes; on Unimak Island caribou, big- brown bears.
Bering Sea (St. Matthew and Hall Islands).....	1909	--	:	Puffins, auklets, kittiwakes, glaucous gulls, sandpipers, snow buntings.
Bogoslof.....	1909	--	:	Puffins, auklets, murrees, gulls, sea lions.

State and designation	:Year :estab- :lished	: Acres	: Chief species protected
ALASKA.- Continued.			
Chamisso Island	1912	--	:Horned puffins, Palla's murres, : Pacific kittiwake, glaucous gulls.
Curry Bird, Game and Fish Refuge.	1927	8,960	:Grouse, ptarmigan, black bears, foxes, : lynx, minks, ermines, fishes.
Forrester Island.....	1912	--	:Puffins, auklets, guillemots, murres, : gulls, petrels, cormorants.
Hazy Island	1912	--	:Puffins, auklets, guillemots, murres, : gulls, cormorants.
Nunivak Island	1929	--	:Waterfowl, ptarmigan, reindeer, : caribou, foxes, minks.
St. Lazaria.....	1909	--	:Puffins, auklets, guillemots, murres, : gulls, petrels, cormorants.
Semidi Islands	1932	8,290	:Puffins, auklets, petrels.
Tuxedni	1909	--	:Pacific kittiwakes, glaucous gulls, : eider ducks.
ARIZONA:			
Boulder Canyon (See also: Nevada).	1933	312,687	:Waterfowl, mammals
Salt River.....	1909	21,120	:Cormorants, white pelicans, ducks, geese,
ARKANSAS:			
Big Lake.....	1915	8,937	:Ducks.
CALIFORNIA:			
Clear Lake	1911	33,840	:Gulls, cormorants, white pelicans, : geese, herons, ducks.
Farallon.....	1908	91	:Puffins, auklets, guillemots, murres, : gulls, cormorants.
Klamath Lake.(See also Oregon)	1921	--	:
Salton Sea.....	1930	45,560	:Pelicans, ducks, geese, coots, shore- birds.
Tule Lake	1928	9,363	:Ducks, geese, shorebirds.
FLORIDA:			
Brevard.....	1925	12	:Brown pelicans.
Caloosahatchee.....	1920	40	:Hérons.
Cedar Keys	1929	236	:Cormorants, pelicans, herons.
Chinsegut Hill.....	1932	2,033	:Ducks, geese, shorebirds, upland game : birds.
Indian Key	1906	90	:Brown pelicans, white ibises, egrets, : Louisiana and little blue herons.
Island Bay	1908	3,321	:Brown pelicans, herons.
Key West	1908	2,030	:Cormorants, brown pelicans, man-o'- war : birds, white ibises, herons.
Mantanzas.....	1927	267	:Black skimmers, clapper rails.
Matlacha Pass.....	1908	10	:Cormorants, brown pelicans, herons,
Palma Sola	1908	1	:Hérons.
Passage Key.....	1905	36	:Laughing gulls, terns, skimmers, cor- : morants, herons, sandpipers.
Pelican Island.....	1903	15	:Brown pelicans.
Pine Island	1903	31	:Brown pelicans, herons.
St. Marks	1931	36,862	:Gulls, ducks, geese, sandpipers and : other shorebirds.
Tortugas Keys	1908	89	:Sooty and noddy terns

State and designation	Year estab- lished	Acres	Chief species protected
GEORGIA:			
Blackbeard Island.....	1926	4,659	Heron, clapper rails, quail, chacha- lacs, white-tailed deer, raccoons, opossums.
Savannah River. (See also South Carolina).	1927	424	
Wolf Island.....	1930	538	Waterfowl, shorebirds
HAWAII:			
Hawaiian Islands.....	1909	--	Terns, albatrosses, petrels, shear- waters, boobies, man-o'-war birds, Laysan teal, rails, and finches.
Johnston Island.....	1926	--	Sooty and noddy terns, wedge-tailed shearwaters, petrels, boobies, man-o'- war birds.
IDAHO:			
Deer Flat.....	1909	12,300	Ducks, geese, pheasants.
Minidoka.....	1909	13,240	Grebes, Forster's terns, cormorants, white pelicans, ducks, coots, herons, sage grouse, avocets.
ILLINOIS:			
Upper Mississippi River Wild Life and Fish Refuge. (See also Iowa, Minnesota and Wisconsin)	1925	19,759	Ducks, geese, muskrats, minks, beavers, foxes, fishes, mollusks, raccoons.
IOWA:			
Upper Mississippi River Wild Life and Fish Re- fuge (See also Illinois, Minnesota, Wisconsin)	1925	30,616	Ducks, geese, muskrats, minks, beavers, foxes, fishes, mollusks, raccoons.
LOUISIANA:			
Breton Island.....	1904	955	Laughing gulls, royal and Cabot's terns, skimmers, herons, willets.
East Timbalier.....	1907	337	Gulls, royal terns, skimmers, brown pelicans, herons, clapper rails.
Shell Keys	1907	77	Royal terns, brown pelicans.
Tern Islands.....	1904	1,000	Laughing gulls, royal, Cabot's and Forster's terns, brown pelicans.
MAINE:			
Widows Island.....	1933	12	Ducks, geese.
MARYLAND:			
Blackwater	1932	8,241	Ducks, sandpipers and other shore- birds, muskrats.
MICHIGAN:			
Huron Islands.....	1905	83	Herring gulls, ducks.
Siskiwit Islands.....	1905	9	Herring gulls, ducks.
MINNESOTA:			
Mille Lacs.....	1915	1	Gulls, ducks, geese.
Upper Mississippi River Wild Life and Fish Refuge (See also Iowa Illinois and Wisconsin)	1925	23,288	Ducks, geese, muskrats, minks, beavers, foxes, mollusks, raccoons.
MONTANA:			
Benton Lake	1929	12,235	Ducks, geese, shorebirds.

State and designation	Year estab- lished	Acres	Chief species protected
MONTANA - Continued.			
Fort Keogh.....	1929	56,954	Grebes, black terns, ducks, geese coots, bitterns, phalaropes, avocets, sandpipers, yellowlegs, plover, sharp- tailed grouse, pheasants.
National Bison Range....	1909	18,521	Ducks, grouse, pheasants, buffalo, deer, mountain sheep, elk.
Nine Pipe.....	1921	2,022	Ducks, coots.
Pablo.....	1921	2,540	Ducks, coots.
Pishkun.....	1912	3,155	Gulls, ducks, geese, swans.
Willow Creek.....	1909	3,199	Ducks, geese.
NEBRASKA:			
Crescent Lake.....	1931	40,782	Terns, ducks, geese, coots, sand- pipers and other shorebirds.
Niobrara.....	1912	16,681	Prairie chickens, sharp-tailed grouse, quail, buffalo, elk, antelope.
North Platte.....	1916	5,107	Ducks, geese, swans, shorebirds
NEVADA:			
Anaho Island.....	1913	248	Gulls, cormorants, white pelicans.
Boulder Canyon (See also: Arizona).	1933	346,443	Waterfowl, mammals.
Charles Sheldon	1931	30,321	Sage grouse, antelope.
Fallon.....	1931	14,070	Gulls, terns, ducks, pelicans, cor- morants.
NEW MEXICO:			
Carlsbad	1909	18,680	Ducks, shorebirds.
Rio Grande.....	1909	73,228	Grebes, cormorants, ducks, geese, shorebirds.
NORTH CAROLINA:			
Swanquarter.....	1932	15,493	Ducks, geese, brant, swans, sand- pipers and other shorebirds.
NORTH DAKOTA:			
Chase Lake	1908	2,960	Gulls, white pelicans, ducks, shore- birds, grouse.
Long Lake.....	1931	8,795	Gulls, terns, ducks, coots, willets sandpipers and other shorebirds.
Stump Lake.....	1905	27	Grebes, gulls, terns, ducks, Wilson's phalaropes.
Sullys Hill National Game Preserve.	1914	994	Golden-eye and wood ducks, geese, pheasants, buffalo, elk, white- tailed deer.
OKLAHOMA:			
Salt Plains.....	1930	19,453	Franklin gulls, black terns, water- fowl, bitterns, rails, shorebirds.
OREGON:			
Cold Springs.....	1909	2,877	Ducks, geese, swans, herons, sharp- tailed grouse. birds.
Klamath Lake.....	1908	81,619	Gulls, ducks, geese, coots, shore-
Lake Malheur	1908	95,155	Grebes, gulls, terns, cormorants, pelicans, ducks, geese, swans, herons.

State and designation	Year estab- lished	Acres	Chief species protected
OREGON - Continued.			
McKay Creek.....	1927	1,813	Ducks, geese.
Three Arch Rocks.....	1907	17	Puffins, guillemots, murres, gulls, fork-tailed petrels, cormorants.
Upper Klamath	1928	8,140	Ducks, geese.
PUERTO RICO:			
Culebra.....	1909	--	Gulls, royal terns, Bahama ducks, herons, coots, ground doves.
Desecheo Island.....	1912	--	Terns, boobies, man-o'-war birds, oyster catchers.
SOUTH CAROLINA:			
Cape Romain.....	1931	54,061	Ducks, curlews, egrets, herons, pelicans, ibises, sanderling, dowitchers, oyster catchers, sandpipers and other shore- birds.
Savannah River (See also Georgia).	1927	2,559	Ducks, herons, rails, coots, shorebirds.
SOUTH DAKOTA:			
Belle Fourche.....	1909	13,680	Ducks, geese, curlews, prairie chickens, pheasants.
Wind Cave.....	1912	7,000	Grouse, quail, buffalo, elk, ante- lope.
UTAH:			
Bear River.....	1928	64,216	Ducks, geese, shorebirds.
Locomotive Springs.....	1931	1,031	Ducks, coots, curlews, avocets, sandpipers and other shorebirds.
Strawberry Valley.....	1909	14,080	Ducks, sage grouse.
WASHINGTON:			
Columbia River.....	1926	8	Gulls, ducks, geese, blue herons.
Conconully.....	1909	1,120	Gulls, ducks, herons, sooty and sharp-tailed grouse, Hungarian partridges.
Copalis Rock.....	1907	5	Puffins, murres, glaucous and western gulls, petrels, cormorants.
Dungeness Spit.....	1915	227	Grebes, loons, gulls, ducks.
Ediz Hook.....	1915	83	Pigeon guillemots, California murres, cormorants.
Flattery Rocks.....	1907	125	Tufted puffins, pigeon guillemots, California murres.
Smith Island.....	1914	65	Western grebes, pigeon guillemots, California murres, cormorants, ducks.
Quillayute Needles.....	1907	117	Grebes, auklets, gulls, cormorants, ducks.
WISCONSIN:			
Gravel Island.....	1913	27	Herring gulls.
Green Bay.....	1912	2	Herring gulls.
Upper Mississippi River	1925	64,749	Ducks, geese, muskrats, minks, Wild Life and Fish : raccoons, beavers, foxes, fishes, Refuge (See also Iowa, : mollusks. Illinois and Minnesota)

State and designation	:Year:	:estab-:	:Acres:	:Chief species protected.
	:lished:	:	:	:
WYOMING:				
Bamforth Lake.....	1932	:	2,143:	Ducks, geese, sandpipers and
	:	:	:	: other shorebirds.
Elk Refuge.....	1912	:	4,558:	Ducks, geese, sage grouse, elk
	:	:	:	: (in winter).
Flat Creek.....	1922	:	40:	Ducks, geese, elk (in winter).
Hutton Lake.....	1932	:	1,708:	Ducks, geese, sandpipers and
	:	:	:	: other shorebirds.
Pathfinder.....	1928	:	34,949:	Ducks, geese.
	:	:	:	: